

JOB ANNOUNCEMENT

The Oklahoma Department of Commerce is the primary economic development entity in the state. Our mission is to help create an environment where economic growth can occur. Our job is to bring jobs, investment, and economic prosperity to the state of Oklahoma. Through dynamic partnerships and innovative collaborations with companies, universities, not-for-profit organizations, and government leaders, we are building a business environment that supports business growth and shared community prosperity.

The Oklahoma Department of Commerce is seeking to fill a full-time Budget Specialist I position. This position is a full-time position in state government. Oklahoma Department of Commerce offers a comprehensive [Benefits Package](#), including a generous benefit allowance to offset the cost of insurance premiums for employees and their eligible dependents. For more information about the benefit allowance, [Click Here](#). The annual salary for this position is up to \$53,000 based on education and experience.

Qualified applicants must submit a resume, cover letter, and a list of reference sources.

[Apply Online](#)

Review of applications will begin immediately. **The deadline to apply is June 21, 2023.**

POSITION:	Budget Specialist I
DIVISION:	Financial Services
OFFICE LOCATION:	Oklahoma City
SALARY:	\$48,000 - \$53,000
JOB NUMBER:	J-792

JOB DESCRIPTION & FUNCTIONS:

This position is responsible for all areas of division-level budgeting, including budget preparation, monitoring, and financial report preparation. The Budget Specialist serves as a support to the Agency Budget Officer and will have contact with division-level managers, which requires strong written and verbal interpersonal communication skills. The successful candidate will comprehend the concept of fund availability and regularly check budgets against encumbrances to determine appropriate funding sources for new financial commitments.

RESPONSIBILITIES:

- Prepares and maintains financial documents and spreadsheets. Tracks, reviews, and analyzes expenditures within the agency's financial management system. Prepares and provides a regular budget to actual reports and briefings in written, graph, and oral formats. Creates and analyzes detailed expenditure reports.
- Proactively notifies Division Directors of fund balances, potential problems, concerns, budget variances, or unexpected trends. Attends appropriate division meetings and maintains open communications regarding financial needs. Also assists with other accounting-related requests.
- Prepares detailed division budget request forms, by account code and fiscal quarter, and submits them to the Agency Budget Officer to show where divisions will be spending their



funding allocations in the prescribed format and by the due date set by the Agency. Understands the agency's end-to-end budget process and assists the Agency Budget Officer in completing the full agency budget request and budget work program.

- Monitors the status of outstanding purchase orders and coordinates with Budget Officer in order to un-encumber funds at the end of the fiscal year.
- Stays current and follows all state and federal rules and regulations pertaining to financial management.
- Assists in tracking and reporting Division performance results in relationship to Division budgets.
- Performs other budget and financial reporting work as required and will assist with asset management and the indirect cost plan.

KNOWLEDGE AND SKILLS:

The successful candidate must possess the ability to analyze financial data, prepare budgets and financial reports, and complete projects. The candidate must also possess strong analytical, technical, interpersonal, and organizational skills. Excellent attention to detail and accuracy is required.

Must be an effective communicator with strong verbal and written communication skills, and possess the ability to think and work independently and as part of a team. The ability to multi-task, work under pressure and meet deadlines is required.

Must have high initiative and the ability to work with a variety of people in a productive, service-oriented manner. Must possess problem-solving skills and the capability to handle multiple customer requests simultaneously.

Knowledge of PeopleSoft is a plus.

The position requires a knowledge of accepted accounting practices and principles.

EDUCATION AND EXPERIENCE:

A bachelor's degree in accounting, finance, or business is preferred, or a minimum of 2 years' experience in the field of corporate or governmental budgeting will be required. New college graduates with a desire to learn will also be considered.

Experience with using Microsoft Office.

Proficiency in Excel and the capacity to develop detailed charts and reports are required.

Experience in developing and/or managing federal grant budgets is desirable.

AA/EOE

